

Mandatory Lead in Water Testing

Training Module 2 - Fixture Locations and Descriptions

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Importance of Specific Fixture Location and Descriptions

Once a fixture has received a Fixture ID Number (FIN), the location and description needs to be recorded for your records on your Master Fixture spreadsheet. You will also be entering this information in the water testing reimbursement template as well, for ODE's records. It is important to keep accurate records. Because these fixtures will be tested on an ever six year cycle, it is essential that the fixture location and description be specific enough that new employees will be able to find each individual fixture for future testing. This module will discuss what are fixture locations and fixture descriptions and how to write fixture locations and descriptions, including different scenarios.

Fixture Location

Fixture locations answer the question where is the fixture. This could be the name of room, hallway, or section in a building. A fixture could also be located outside of a building such as a water spigot that is used to fill up water bottles at practice field.

Room names can be useful when the room name is used only once in a building. But if more than one room has the label, then the room name is not specific enough and more description is needed. For example, if a building has two girls' restrooms, then girls' restroom wouldn't be specific enough. This can be fixed by saying where in building the girls' restroom is located or by a certain room where the restroom is located, such as North vs South, Hall A vs Hall C, or 1st floor vs 2nd floor. Therefore, an accurate fixture location could be Girl's Restroom Gym Wing and Girl's Restroom Library wing.

Fixture Descriptions

Fixture descriptions answer the question what type of fixture is it? The description should include if it is a sink, drinking fountain, spigot, bottle filler, etc. If there are ways you can be more specific to distinguish fixtures, please do so. It is necessary to distinguish fixtures further if there are more than one of same fixture in the same room or area. For instance, in the kitchen, there can be a handwashing sink, prep sink, dish sink, and/or a spray nozzle. If you have a combination fixture, for instance water bottle filler and drinking fountain, you must number them as two separate fixtures and test each one.

How to Write Fixture Locations/Descriptions

There are four steps to writing a unique fixture description: location, fixture type, clarifying detail, and check descriptions. Explanations and examples of these steps are below.

1. Location

- Record the room number, room name, hall name, or floor number and make sure the room name identifies the specific room (especially with restrooms and staff rooms).

Examples: Rm 2, Cafeteria, Hall A Boys' Restroom, Hall C Boys' Restroom, 2nd floor Boys' Restroom

2. Fixture Type

- Name the type of fixture. For kitchen sinks, include the type of sink.

Examples: Fountain, classroom sink, bottle filler, spigot, dishwashing sink, handwashing sink, prep sink, type/brand of fixture

3. Clarifying Detail

Add clarifying detail as necessary. If there is more than one of the same type of fixture in a room/hallway:

- For 2 fixtures in a room on the same wall, use **Left** and **Right**. If the fixtures are on different walls, indicate the wall using **North**, **South**, **East**, or **West**.

Examples: Rm 2 Sink Left, Rm 2 Sink Right, Rm 3 Sink North, Rm 3 Sink East

- For 3 fixtures in a room on the same wall, use **Left**, **Center**, and **Right**.

Examples: Gym Fountain Left, Gym Fountain Center, Gym Fountain Right

- For 4 or more fixtures in a room on the same wall, use **#1 Left**, **#2**, **#3**, **#4 Right**.

Examples: Girls' Locker Rm Sink #1 Left, Girls' Locker Rm Sink #2, Girls' Locker Rm Sink #3, Girls' Locker Rm Sink #4 Right

- If there are multiple fixtures in a room on different walls, identify the wall using **North**, **South**, **East**, or **West**, then if necessary, the location on that wall using **Left**, **Center**, and **Right**.

Examples: Art Room Sink North Left, Art Room Sink North Right, Art Room Sink South

- If there are multiple drinking fountains in a hallway, they can be described using the name of the hall or indicating the nearest room.

Examples: South Hall fountain, Hall B fountain, Fountain outside of Rm 102, Fountain outside of Rm 205

4. Check Descriptions

Last, scan through the column of fixture descriptions. None of the descriptions should be the same.